



BUSINESS MANAGER – POSITION DESCRIPTION

The Nassau County Museum of Art is located in an authentic Gold Coast mansion on the former Frick family estate. The museum presents multiple fine art exhibitions and related programs annually. The property features a sculpture garden with 43 major works on view, formal gardens, pinetum, and miles of wooded trails on the 145-acre preserve. Also on the property is the Manes Art Education Center, which offers year-round studio art classes and workshops for all ages and abilities and hosts an Artist-in-Residence program.

The Business Manager plays a central role in the museum's ongoing operations and future planning. This position oversees daily administration as well as financial and human resources functions to ensure the smooth operation of the museum. The Business Manager prepares attendance and revenue reporting, maintains office operations, supports hiring and onboarding processes, and supervises admissions staff. The position is also responsible for accounts payable, accounts receivable, payroll processing, preparation and research for audits, and human resources administration and reporting. In addition, the Business Manager oversees the Museum Store's operations and staffing and serves as its Manager. The Business Manager reports to the Executive Director.

Business Management Responsibilities:

Administration & Operations

- Oversee museum's day-to-day operations, ensure that personnel, financial, reporting matters are completed on schedule.
- Manage vendor contracts and purchase of supplies.
- Oversee POS/CRM database administration.
- Prepare revenue reports.
- Support museum departments, as needed, including Executive Director, Curatorial, Membership/Development, Education, Accounting, Store, and Admissions.

Accounts Payable / Receivable

- Process invoices and receipts in coordination with accountant.
- Enter invoices and receipts in Quickbooks and allocate according to Chart of Accounts.
- Reconcile company credit cards.
- Assist with preparation of documents for grant applications and reports.

Human Resources / Payroll

- Assist with hiring, including job postings, candidate screening, and interview scheduling.
- Prepare and file hiring documents; maintain employee records.
- Conduct new employee orientation.
- Submit payroll reports to payroll processing vendor.
- Coordinate payroll and employee tax reporting with payroll processing vendor.
- Manage employee enrollments and removals for health insurance, 403(b), and life insurance plans.
- Maintain employee records.

Requirements

- Minimum of 5 years related experience
- Experience with Quickbooks
- Experience with Point of Sale and Database systems
- Familiarity with nonprofit business

Benefits & Hours

Benefits: Health insurance, 403(b), life insurance

Hours: Full time

Contact

Interested applicants can send their resume to Chris Celauro, Business Manager: ccelauro@nassaumuseum.org